**Sustainable Social Services**

**Third Sector Grant**

**2020-23**

**Grant Application Form**

Grant Application Form

**SUSTAINABLE SOCIAL SERVICES THIRD SECTOR GRANT 2020 - 23**

**About the grant**

The purpose of the Sustainable Social Services Third Sector Grant (Phase 2) is to support Welsh Ministers’ priorities of a new and equal relationship between people and practitioners; early intervention and prevention; and transforming the way people’s needs for care and support are met. This was first set out in *Sustainable Social Services – a Framework for Action* and has been placed on a statutory footing by the Social Services and Well-being (Wales) Act 2014 which was brought into force in April 2016.

The grant provides funding for projects delivered by Third Sector Organisations, with a proven track record in delivering projects and knowledge and/or experience of the social care sector, which meet the following criteria:

* Grants will be for projects that deliver early intervention and prevention and address care and support needs identified in [regional population assessments and area plans](https://gweddill.gov.wales/topics/health/socialcare/act/population/?lang=en) and [the national population assessment report](https://socialcare.wales/cms_assets/file-uploads/SCW-NPAR-ENG.PDF) (Social Care Wales: November 2017). The core themes from these reports that can be supported through this grant are:
* Carers who need support
* Children and young people
* Physical or sensory disability
* Learning Disability
* Older People
* The project will deliver early intervention and prevention and address care and support needs in line with the priorities of Taking Wales Forward, Prosperity for All and in A Healthier Wales: our Plan for Health and Social Care. The project will support the Well-being Goals and Principles that underpin the Well-being of Future Generations (Wales) Act 2015
* The project will provide services which complement, rather than duplicate, those already provided by the public sector or third sector in Wales. Applicants will need to demonstrate in their application that the proposed service is not currently available.
* The project will demonstrate a positive impact on improving the well-being outcomes of people who need care and support and carers who need support.
* Priority will be given to projects that are designed and run on the basis of genuine co-production with people who receive care and support and carers who receive support. This will include co-operative models of governance and ownership.
* The project can be delivered on a regional basis initially but must set out plans for how the project can rolled out on an all Wales basis.
* The project will meet the public sector equality duty and be accessible to individuals with protected characteristics and support the Welsh Government Welsh language policies
* The project is either sustainable beyond the funding period of 2020-23, or will be delivered fully within the 2020-23 funding period.
* No more than 10% of the overall funding available will be awarded to a single proposal i.e. the maximum annual bid for a project is £700,000.
* To reduce the potential for duplication and to encourage a more collaborative approach between organisations, there will be a minimum grant award of no less than £50,000 per annum

The funding can be used for all costs associated with delivering a project but the scheme **will not** provide core funding. The funding will be awarded reflecting the principles of Full Cost Recovery

The grant scheme **will not** fund any project that is in receipt of any other Welsh Government funding. You may be in receipt of other Welsh Government funding for other projects or elements of your work programme.

Applications will be assessed in relation to the essential criteria and themes set out in Part E. The application will need to identify which service group(s), set out in Part D, the project will benefit and clearly set out the outcomes that will be achieved(Part F), linking these to the National Outcomes Framework for people who need care and support and carers who need support:

<https://gov.wales/social-services-national-outcomes-framework>

<https://llyw.cymru/sites/default/files/publications/2019-05/y-fframwaith-canlyniadau-cenedlaethol-ar-gyfer-pobl-sydd-angen-gofal-a-chymorth-a-gofalwyr-sydd-angen-cymorth.pdf>

The application submission must include a scanned copy of the wet signed Declaration (Annex 1)

Please ensure you have included with your application all relevant supporting documents required. A checklist is provided at page 14 of this application form for ease of reference.

If you plan to make a grant application please register with the**SocialServicesGrantApplications2019@gov.wales****CeisiadauGrantGwasanaethauCymdeithasol2019@llyw.cymru**mailbox so we can make arrangements for you to submit your application electronically via a secure route.

For any queries regarding this grant which you find are not answered in the guidance notes, please contact

**SocialServicesGrantApplications2019@gov.wales**

**CeisiadauGrantGwasanaethauCymdeithasol2019@llyw.cymru**

The closing date for application is **midday on** **Monday 2 September 2019**

The *Privacy notice: Welsh Government grants* sets out how we will handle any personal data you provide in relation to a grant application or request for grant funding. [https://gov.wales/privacy-notice-welsh-government-grants](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fprivacy-notice-welsh-government-grants&data=02%7C01%7Cdeborah.marshall%40gov.wales%7Cc51c630171fa4f8de58008d6bf227991%7Ca2cc36c592804ae78887d06dab89216b%7C0%7C0%7C636906552124139875&sdata=r3Wt%2F9xKe3cWn1slVwjNflLbo7YWjE4DXDMnYAiavwU%3D&reserved=0)

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|  **PLEASE NOTE:****WELSH GOVERNMENT ASSESSMENT OF APPLICATIONS CAN ONLY BE MADE ON THE BASIS OF INFORMATION PROVIDED BY THE APPLICANT.APPLICATIONS WHICH DO NOT INCLUDE ALL OF THE INFORMATION OR SUPPORTING DOCUMENTATION REQUIRED WILL BE EXCLUDED FROM ASSESSMENT.PLEASE TAKE CARE TO READ THROUGH THE APPLICATION FORM AND ACCOMPANYING GUIDANCE CAREFULLY AND ENSURE THAT ALL REQUIRED INFORMATION HAS BEEN INCLUDED BEFORE SUBMITTING TOWELSH GOVERNMENT.****APPLICANTS MUST NOT COMMENCE WORK ON A PROJECT THAT THEY ARE SEEKING SUPPORT FOR UNTIL THE FUNDING HAS BEEN APPROVED.** |

**Please delete the preceding pages before you submit your application**.

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| **Part A – SUMMARY** |
| 1 | Applicant organisation name: |  |
| 2 | Project title: |  |
| 3 | Funding requested: |  |
| a. | 2020-21 |  |
| b. | 2021-22 |  |
| c. | 2022-23 |  |

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| **Part B – Applicant(s) Details** |
| *NB - in the case of joint applications from two or more organisations, information must be provided for each of the organisations involved against questions 1-6. The grant will be awarded to the lead organisation nominated by the partners to the application* |
| 4 | Please give the full legal name of your organisation |
| 5 | Registered Business Address *please provide local office address in addition, if different*Post Code: |
| 6 | Telephone number (main switchboard) :E-mail (for organisation):Organisation website address: |
| 7 | Please provide your Charity Registration Number and/or Company Registration Number:If you are registered with neither the Charity Commission nor Companies House please state this here. |
| 8 | Please provide some succinct background information on your organisation, including when it was founded, its legal status and its main activities (in no more than **250** words). (Your response to this question will be used to confirm that you are a Third Sector Organisation):*Word count:* |
| 9 | Please provide examples of previous relevant projects that your organisation has successfully delivered (in no more than **500** words). Please note that this must include details of knowledge or experience of the social care sector:*Word count:* |
| 10 | If this project is to be delivered collaboratively by two or more organisations, please identify the lead organisation here and provide information on the nature of the contractual/legal relationship between the parties, and how you will jointly run the project (in no more than **300** words):*Word count:* |
| 11 | Contact details for project lead, should we wish to discuss this application with you:Name:Position:Address: Post code:Telephone number: Mobile:Email: |

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| **Part C – Project Details** |
| 12 | Title of the project for which funding is being sought: |
| 13 | Please provide a short description of the project (maximum **250** words). *Word count:* |
| 14 | Extended Project Description (max **500** words)*Word count:* |
| 15 | Duration of project:*Please indicate whether the project will be completed within the period of the grant (2020-2023) or, if not, how the project will be sustained beyond April 2023.*  |

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| **Part D – Service Area Coverage** |
| 16 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Welsh Government wants to ensure that, in keeping with current Welsh Government priorities, projects are delivered across a range of service areas. All applications must therefore identify one or more of the following areas where they will provide services to benefit the following groups:*(please identify all groups which will benefit from the proposed project with a “√”. If more than one group will benefit, please add a “P” in the box to signify which is the primary focus, e.g. “√P””).*

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| **Carers (including young carers) who need support**  |  |
| **Children and young people (including children at risk of becoming looked after, care experienced children including adopted children)** |  |
| **People with Physical and/or sensory disabilities**  |  |
| **Older people** |  |
| **People with Learning disability and autism** |  |

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| **Part E – Essential Criteria** |
|  | All grant applications will be measured against the applicants ability to meet **all** criteria: *Please note that where required, applicants are requested to provide written evidence to a maximum of 250 words per criterion. Where any response exceeds the 250 word limit, wording after 2 words will not be considered by the assessment panel*  |
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| **Please provide confirmation that all of the following criteria will be met and evidence how this will be achieved.** | **√** |
| a. The application is from Third Sector organisation(s) (as evidenced by your response to question B8) |  |
| b. The organisation(s) applying for funding must have a proven track record in delivering projects and able to demonstrate knowledge and/or experience of the social care sector (as evidenced by your response to question B9) |  |
| c. The project will deliver early intervention and prevention and care and support needs in line with the priorities of Taking Wales Forward, Prosperity for All and in A Healthier Wales: our Plan for Health and Social Care. The project will support the Well-being Goals and Principles that underpin the Well-being of Future Generations (Wales) Act 2015 |  |
| Explain how (250 words maximum):*Word count:* |
| d. The project will provide services which complement, rather than duplicate, those already provided by the public sector or third sector in Wales.  |  |
| Explain how (250 words maximum):*Word count* |
| e. The project will demonstrate positive impact on the wellbeing of people using the definition of wellbeing set out in the Social Services and Well-being (Wales) Act 2014. |  |
| Explain how (250 words maximum):*Word count* |
| f. Priority will be given to projects that are designed and run on the basis of genuine co-production with people who receive care and support and carers who receive support.  |  |
| Explain how (250 words maximum):*Word count* |
| g. Please indicate geographically where in Wales the project will be based and if the project will be delivered on a regional basis initially how can it be rolled out on an all Wales basis.  |  |
| Explain how (250 words maximum):*Word count* |  |
| h. The project will meet the public sector equality duty, and will be accessible to individuals with protected characteristics?  |  |
| Explain how (250 words maximum):*Word count* |
| i. The proposed project is either sustainable beyond the funding period of 2020-23, or will be fully delivered within the 2020-23 funding period. |  |
| Explain how (250 words maximum):*Word count* |

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| **Part F – Project Outcomes and impacts**  |
| 18. | What National Well-being Outcomes is your project seeking to address? Please select from the national outcomes framework for people who need care and support and carers who need support |
|  | How will you understand/measure the impacts of your project? |
| 19 | How much will the project deliver? (outputs) |
| 20 | How well will the project deliver? (quality) |
| 21 | What difference will the project make? (impact) |
| 22 | **Evaluation.** How will you evaluate the impact of your project so that the key lessons can be learned, and shared, and that successful models can be enhanced and/or mainstreamed.*Word count:* |

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| **Part G – Financial Planning** |
| 23 | Please provide a breakdown of the project costs to be covered by the grant application for each year:*Please indicate how much of these costs will be met from grant funding (if the full amount will be provided by this grant, please state ‘all’)*

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| --- | --- | --- | --- |
|  | 2020-2021 | 2021-2022 | 2022-2023 |
| Project Revenue Expenditure | £ | £ | £ |
| e.g. Salaries |  |  |  |
| Materials |  |  |  |
| Accommodation/Utilities |  |  |  |
| Marketing Publicity  |  |  |  |
| Conference and events |  |  |  |
| Other Staff Costs (Inc. travel) |  |  |  |
| IT |  |  |  |
| Activities |  |  |  |
| Office Costs |  |  |  |
| Research Costs |  |  |  |
| Organisational Costs |  |  |  |
| Redundancy payments (if applicable) | N/A | N/A |  |
| **TOTAL** |  |  |  |
| Of which percentage met from **this application** |  |  |  |

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| 24 | Please provide details of any posts that you intend to fund from this grant in Whole Time Equivalent (WTE) terms:*Please explain whether these posts will come to an end when this grant funding ends, or if not, how they will be sustained beyond April 2023*  |
| 25 | Any additional information you wish to provide in relation to **project costs** may be included here: |

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| **Part H – Governance and Financial Management** |
| **As part of Welsh Government’s continued work to protect funding, we request that you provide the following information for your organisation in order to help us assess the effectiveness of the governance and financial management in your organisation.** ***In the case of joint applications, this must be provided for each organisation, clearly noting which is the lead organisation*** |
| 26 | **Please provide us with a copy of the following:*** Your Constitution, Terms of Reference/Memorandum and Articles of Association
* A list of the names of your Directors/Trustees/Board Members
* Conflicts of Interest Register
* Last financial and last audited signed accounts
* A Risk Register for the project

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| 27 | Has any director/board member/trustee etc. ever been declared bankrupt, disqualified from being a company director, director, partner or proprietor of a business/organisation that has been subject to financial insolvency?If yes, please provide details: |
| 28 | Please provide a list of your organisation’s key policies/protocols including equality and diversity, staff training including health and safety, Welsh language, governance awareness for board members and induction training for all posts.  |
| 29 | Please confirm the number of employees within your organisation:

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| --- | --- |
| **Full Time** |  |
| **Part Time** |  |
| **Voluntary** |  |
| **Total** |  |

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| 30 | Please provide details of any other funding received or any other funding you anticipate being in receipt of, from any organisation (including other Welsh Government funding streams) to support the proposed project. You must include details of capital items, posts funded, amounts of other funding and source of funding. This includes applications that are pending.

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| **Type of Funding and Purpose** | **Amount of funding received (including pending applications)****£**  | **% of post cost/capital item** | **Source of funding** |
| *e.g. 3 full time development officer posts* | *£150,000* | *100%* | *Big Lottery* |
| *e.g. Purchase of capital equipment* | *£30,000* | *70%* | *Barclays Bank* |
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| **Part I – Declaration** |
| This must be wet signed by two authorised signatories e.g. a director/chair/board member and the senior financial officer for the lead organisation: |
| I confirm that, to the best of my knowledge, the information given within this application is true and accurate |
| 1 | Signed:Name (printed):Position:Date: |
| 2 | Signed:Name (printed):Position:Date: |

**Thank you for taking the time to complete the grant application.**

Please use the document checklist below and return as per instructions on page 2 of this application form.

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| Document check list |
| This checklist and the documents listed below MUST be included with your application form: |
| **Constitution, Terms of Reference / Memorandum and Articles of Association** (Part H, Q26) |  |
| **Conflicts of Interest Register** (Part H, Q26) |  |
| **Last financial and last signed audited accounts** (Part H, Q26) |  |
| **List of names of your Directors/Trustees/Board Members** (Part H, Q26) |  |
| **List of your organisation’s key policies/protocols** (Part H Q 26) |  |
| **Risk Register** for the project (Part H Q26) |  |
| Where applicable, please ensure you have completed and attached the**de minimis declaration form** for state aid (see Annex A) |  |

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| Completed By (Print Name) |  |
| Signature |  |
| Job Title |  |
| Organisation |  |
| Date |  |

**Applicants are reminded that they must not commence work on a project that they are seeking funding for until the funding has been approved and confirmed. Annex A**

**De minimis Declaration Form – re. State Aid**

You need only complete this if your organisation, or any partner organisations (linked enterprises as defined in the European Commission’s SME definition) have received public support in compliance with (EC) 1407/2013 of 18th December 2013 on the application of articles 107 and 108 of the Treaty to de minimis aid in the current and previous two fiscal years. The de minimis Regulation can be found at:

<http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf>

For more information, please refer to the associated guidance notes Annex B

*NB – in the case of joint applications from two or more organisations, information must be provided for each of the organisations involved*

**Statement of de minimis aid received**

I confirm that I have received the following de minimis aid during the previous 3 fiscal years (i.e. the current fiscal year and the two previous fiscal years):

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| State Aid |
| Body providing the assistance/aid | Value of assistance | Date of assistance |
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I acknowledge that if I fail to meet the eligibility requirements, I/We shall become liable to pay the full price that would otherwise be payable in respect of the services received.

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| Organisation: |
| Client name: |
| Signature: |
| Date: |